



# *HOW TO CREATE (COURSES)*

VERSION 1.0



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# 1. NAVIGATION

- In **Courses**, select the **Course** to access course management.
  - Click the **Create Course** button to commence.

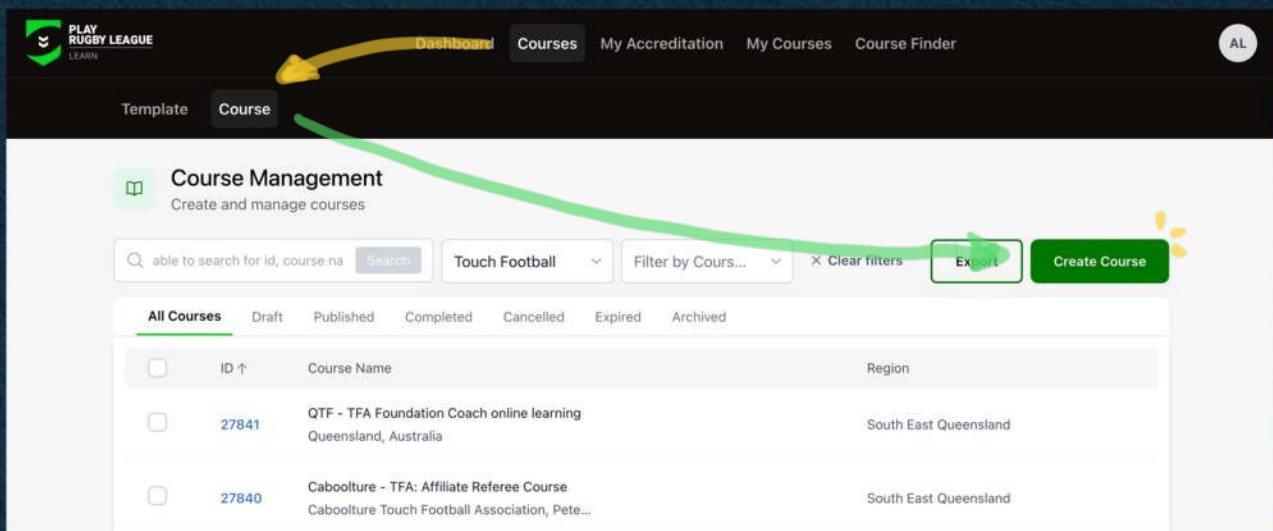


FIGURE 1 - COURSE MANAGEMENT

## 2. SELECTING A TEMPLATE

- A **template selection modal** will display upon selection.
  - Use the **search bar** to locate a course template by entering the **course name** or relevant **keywords**. Searching **Touch Football** will display all relevant course templates.
  - Select the **radio button** beside your desired template ID.
- Click on **Create Course** in the bottom-right corner to proceed.

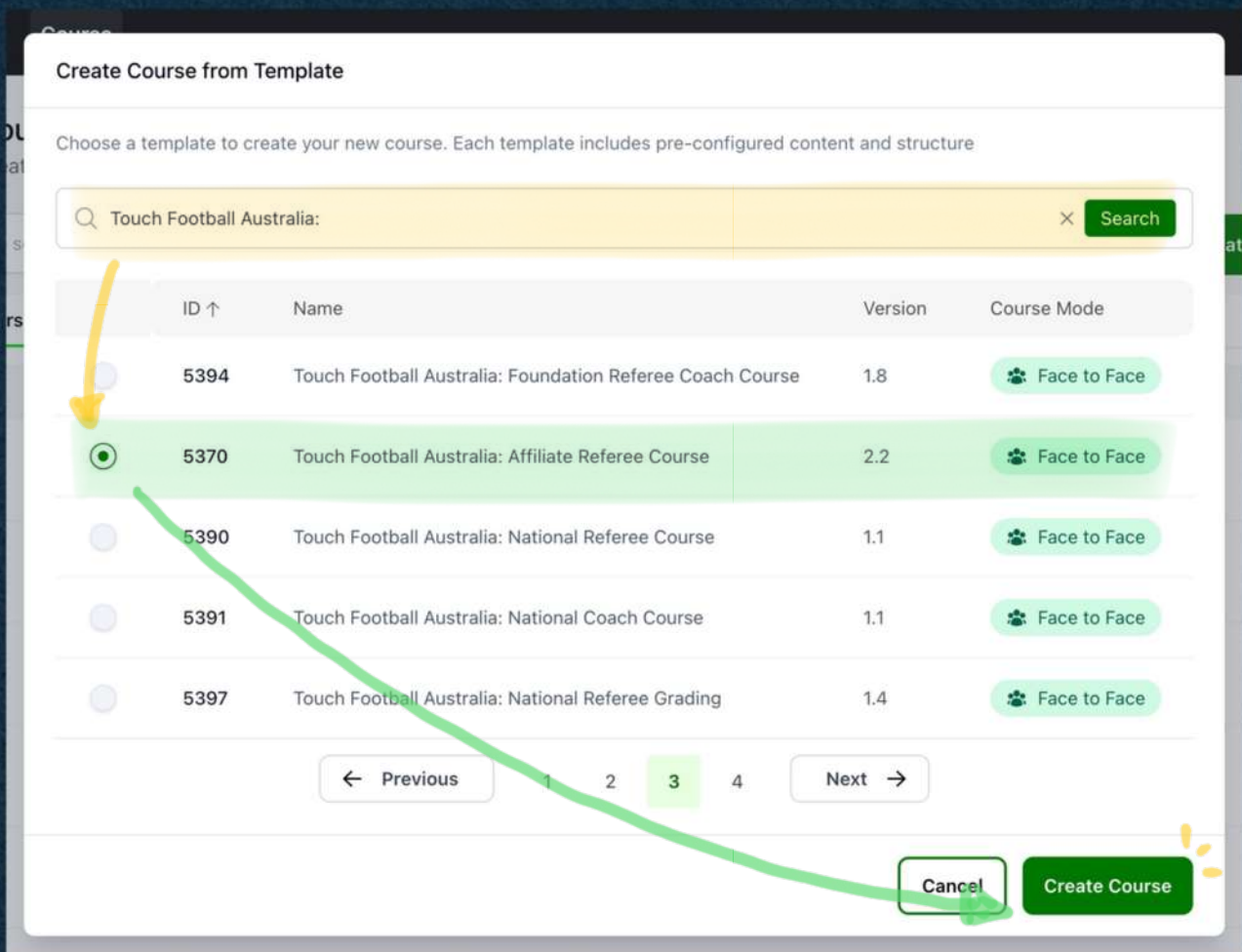


FIGURE 2 - COURSE TEMPLATES

# 3. CONFIGURING A COURSE

- You will be presented with **five configuration tabs**.
- **Course Template Details** can be **disregarded**, as these fields are automatically populated based on the selected template.
- The **Course Details** section sets the overarching course content, acting as an **overview** for all course sessions.
  - All **Course Identity** fields are **mandatory** and will be displayed as **preview information** for your course.

Course Template Details | **Course Details** | Course Settings | Sessions | Accreditation and Certificate

**Course Identity**

Course Name \*  
Touch Football Australia: Affiliate Referee Course  
Single text field (max 200 characters)

Course Description \*  
The Affiliate Referee Course is a face-to-face course designed to equip referees with the foundational knowledge and essential skills to officiate in participation environments. To foster a life-long love of Touch Football, referees in the participation environment will focus on officiating environments that are fun, inclusive, and safe, regardless of athletes' age or ability.  
384 characters

Normal text | **B** | *I* | U | ~~S~~ | | |

Recommended: keep content under 1000 characters



Course Image \*  
   
Click to upload or drag and drop  
Required file types: jpeg, jpg, png, mp4

FIGURE 3 - COURSE DETAILS



# 3.1 COURSE SCHEDULING

- **Course Schedule** fields define the **parameters** within which all course sessions must be **scheduled**.
  - The **Start Date** and **End Date** fields define the **session limits** for the course. Session dates **cannot fall outside** this selected course date range.
  - **Location, Time Zone, State and Region** are also applied at the **top course** level.

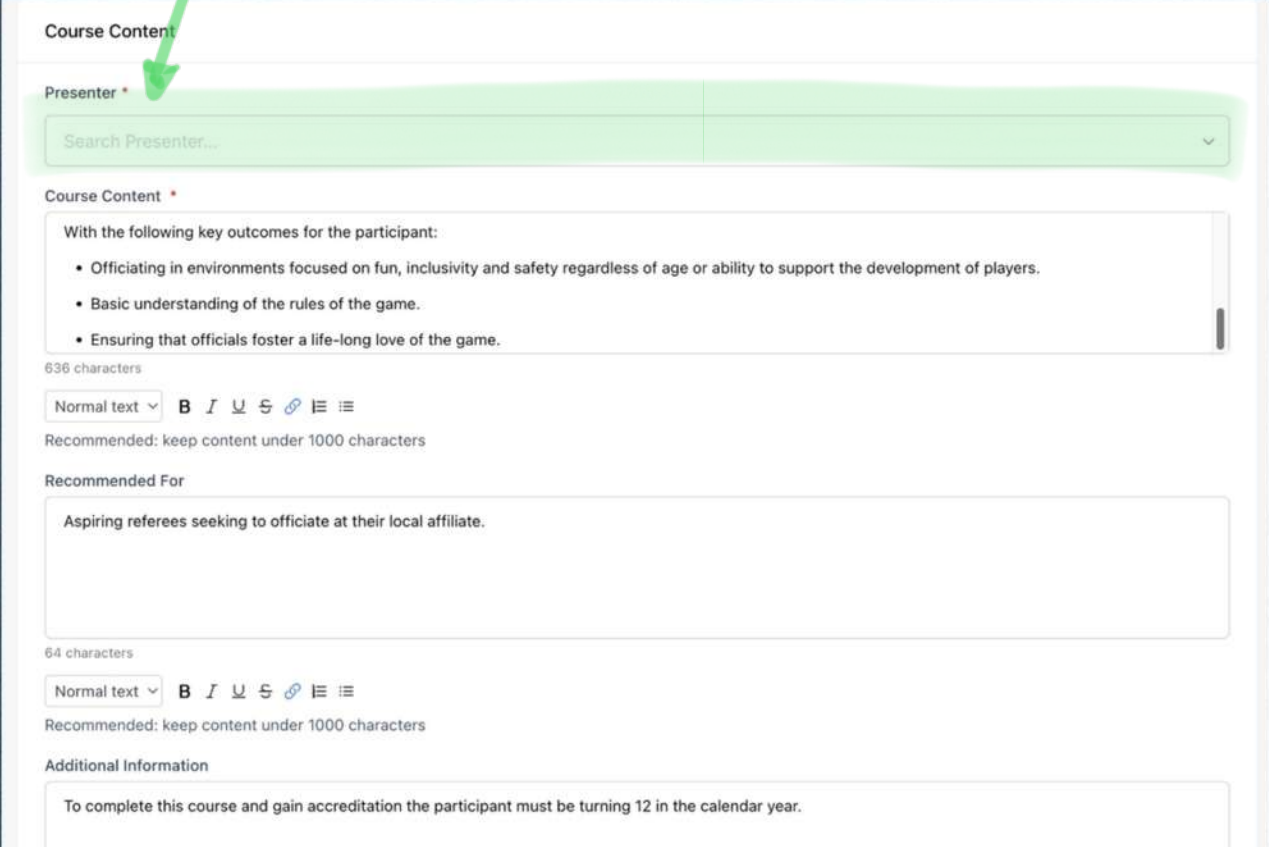
The screenshot shows a 'Course Schedule' form with the following fields and annotations:

- Start Date \*** and **End Date \***: Two date selection fields. A green arrow points from the text 'cannot fall outside' in the list above to the gap between these two fields.
- Course Duration**: A text field containing '3 Hours Face to Face Workshop'. A green arrow points from the text 'session limits' in the list above to this field.
- Course Location \***: A text field containing 'Enter Location'. A yellow arrow points from the text 'Location' in the list above to this field.
- Time Zone \***: A dropdown menu containing 'Select Time Zone'. A yellow arrow points from the text 'Time Zone' in the list above to this field.
- State \*** and **Region \***: Two dropdown menus containing 'Select State' and 'Select Region' respectively. A yellow arrow points from the text 'State and Region' in the list above to the 'Select State' field.

FIGURE 4 - COURSE SCHEDULE

## 3.2 COURSE CONTENT

- The **Presenter** tab captures **all presenters** assigned to the course. If multiple presenters are involved, or presenters vary across sessions, they **must be nominated here**.
  - **Presenters** added at this level will be available for selection when configuring **individual course sessions**.
- Additional content fields can be updated as required.

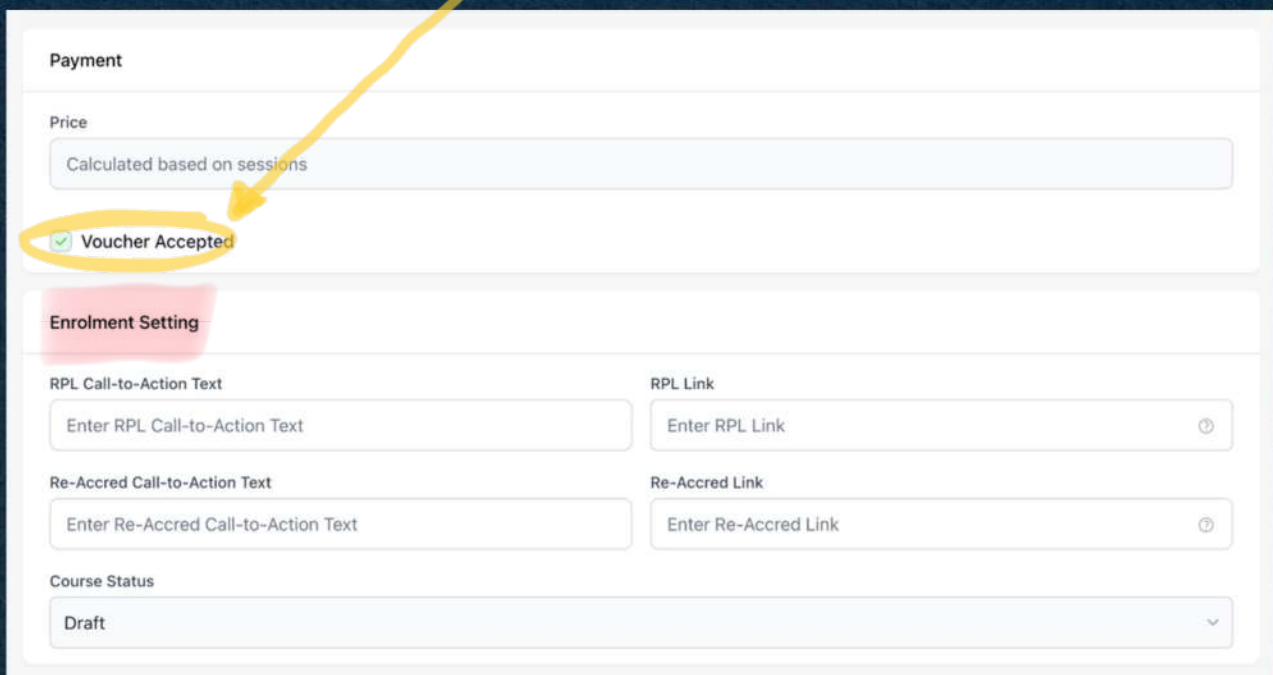


The screenshot shows a 'Course Content' form. At the top, there is a 'Presenter \*' dropdown menu with a search bar and a downward arrow. A green arrow points to this dropdown. Below it is a 'Course Content \*' section with a text area containing key outcomes for participants. The text area has a character count of 636 and a rich text editor toolbar. Below this is a 'Recommended For' section with a text area containing 'Aspiring referees seeking to officiate at their local affiliate.' and a character count of 64. At the bottom is an 'Additional Information' section with a text area containing 'To complete this course and gain accreditation the participant must be turning 12 in the calendar year.'

FIGURE 5 - COURSE CONTENT

## 3.3 COURSE PAYMENT

- Within the Payment section, the **Voucher Accepted** parameter will default to **Yes**. This can be *unticked* if vouchers will not be accepted for the course.
- The **Enrolment Setting** section can be *disregarded* unless additional enrolment restrictions are required.



The screenshot displays a form with two main sections: "Payment" and "Enrolment Setting".

**Payment Section:**

- Price:** A text input field containing "Calculated based on sessions".
- Voucher Accepted:** A checkbox with a green checkmark, labeled "Voucher Accepted". A yellow arrow points from this checkbox to the text "unticked" in the list above.

**Enrolment Setting Section:** This section is highlighted with a pink background and contains four input fields:

- RPL Call-to-Action Text:** Input field with placeholder "Enter RPL Call-to-Action Text".
- RPL Link:** Input field with placeholder "Enter RPL Link" and a help icon.
- Re-Accred Call-to-Action Text:** Input field with placeholder "Enter Re-Accred Call-to-Action Text".
- Re-Accred Link:** Input field with placeholder "Enter Re-Accred Link" and a help icon.

**Course Status:** A dropdown menu currently set to "Draft".

FIGURE 6 - COURSE PAYMENT

# 4. COURSE SETTINGS

- This section manages participant access and course visibility.
- **Post-Course Material Access** defaults to **Yes** and determines participant access to materials following course completion.
- **Course Finder Display** must be *reconfigured* to ensure the course is visible within the **Course Finder**.
- **Close Enrolment** will set the deadline for participant entry.
- **Cancellation Type** can be set at course level as required.

Course Template Details Course Details **Course Settings** Sessions Accreditation and Certificate

Basic Information

Post Course Materials Access \*

Yes

Course Finder Display \*

Do not display in course finder

Close Enrolment \*

Select enrolment date and time

Cancellation Type

Cancellation request

FIGURE 7 - COURSE SETTINGS (BASIC INFORMATION)

# 5. SESSIONS

- **Session parameters** are configured at a **session level** and will be **pre-populated** based on the selected template.
  - Any changes made within a session will apply only to that **specific session**.
- **Basic Information** fields may be updated where required.
  - These include the **Session Name**, **Description** and **Image**.

Course Template Details Course Details Course Settings **Sessions** Accreditation and Certificate

1 Session >

**Session**

Session Type \*  
Face to Face

Mandatory session if enrolling in course (auto select session on enrolment)

**Basic Information**

Session Name \*  
Touch Football Australia: Affiliate Referee Course  
Single text field (max 200 characters)

Session Description \*  
The Affiliate Referee Course is a face-to-face course designed to equip referees with the foundational knowledge and essential skills to officiate in participation environments.  
The course will focus on:  
1. Understanding and applying the rules  
636 characters

Normal text **B** *I* U ~~S~~ [Link](#)

Recommended: keep content under 500 characters

Session Image

FIGURE 8 - SESSIONS (BASIC INFORMATION)

# 5.1 SESSION SCHEDULE

- **Session Scheduling** parameters must lie within the range set in **Section 3.1**. These apply to:
  - **Start Date** and **End Date**.
- **Session Duration** and **Location** may vary where required.
- Where *multiple sessions* are scheduled, and sessions occur *concurrently*, each session must be *configured independently* to ensure there is **no overlap**.

The screenshot shows a 'Session Schedule' form with the following fields and annotations:

- Start Date \***: A date picker field with the placeholder text 'Select Start date and time'. A green arrow points from the text 'Start Date' in the list above to this field.
- End Date \***: A date picker field with the placeholder text 'Select End date and time'. A green arrow points from the text 'End Date' in the list above to this field.
- Session Duration \***: A dropdown menu currently showing '3 Hours'. A yellow arrow points from the text 'Session Duration' in the list above to this field.
- Session Location \***: A text input field with the placeholder text 'Enter Location'. A yellow arrow points from the text 'Session Location' in the list above to this field.

Below the 'Session Duration' field, there is a note: 'Single text field (max 200 characters)'. A yellow arrow also points from the text 'no overlap' in the list above to the right side of the form.

FIGURE 9 - SESSION SCHEDULE

## 5.2 SESSION PRE-REQUISITES

- All **Session Pre-requisites** are *optional*.
  - **Age parameters** can be configured to restrict participant eligibility where required.
  - **Accreditation** settings may be applied to ensure participants hold the **required accreditation** on their profile *prior to enrolment*.
  - **Participant Course Template** restrictions will also enforce equivalent eligibility requirements.

The screenshot displays a 'Pre-requisites' configuration form. It is divided into four main sections: 'Age', 'Accreditation', 'Participant Course Template', and 'Additional Details'. The 'Age' section has a dropdown menu set to 'must be +11'. The 'Accreditation' section features two tags: 'Affiliate Referee - Touch Football Australia' and 'Course Facilitator - Touch Football Australia', with a '2' in a green box and a dropdown arrow. Below this is a checked checkbox for 'Mandatory to complete all accreditations'. The 'Participant Course Template' section has a tag for 'Touch Football Australia: Representative Referee Theory (Online Learning)' with a '1' in a green box and a dropdown arrow. Below this is an unchecked checkbox for 'Mandatory to complete all course templates'. The 'Additional Details' section contains a text box with the note: 'The participant must be turning 12 years of age in the calendar year to complete this course and gain accreditation.'

FIGURE 10 - SESSION PRE-REQUISITES

## 5.3 SESSION CONTENT

- A **Presenter** must be assigned to each session *prior to publishing* the course.
  - **Available presenters** will reflect those allocated within the **Course Content** section.
- Additional content fields may be updated to include session-specific information or delivery instructions.

Session Content

Presenters \*

Select a Presenter

**i** You have to select presenters in the Course Detail Tab.

Session Content \*

- Officiate in environments focused on fun, inclusivity and safety regardless of age or ability to support the development of players.
- Basic understanding of the rules of the game.
- Ensure that officials foster a life-long love of the game.

235 characters

Normal text **B** *I* U ~~S~~ [Link](#)

Recommended: keep content under 500 characters

Recommended For

Aspiring referees who want to officiate at their local Affiliate.

FIGURE 11 - SESSION CONTENT

## 5.4 SESSION CAPACITY

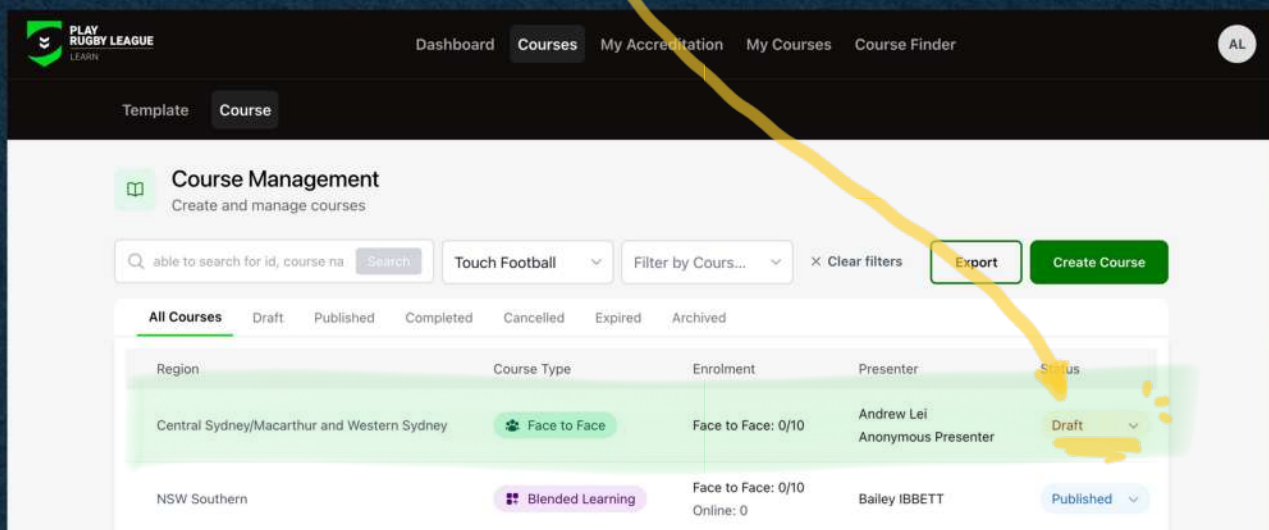
- **Payment** is pre-configured on a *per-session basis*.
- **Session Capacity** must be set to manage enrolment numbers; without a defined capacity, the course will not accept enrolments.
- Additional **Materials and Resources** can be assigned via the dropdown menu as required.

The screenshot displays the 'Course Delivery Settings' interface. It is divided into three main sections: 'Payment', 'Session Capacity', and 'Materials & Resources'. The 'Payment' section is highlighted in yellow and shows a 'Price' field set to '0.00'. The 'Session Capacity' section is highlighted in green and features a numeric input field with minus and plus buttons, currently set to '0', and labels for 'Current: 0 students' and 'Available: 0 spots'. The 'Materials & Resources' section is also highlighted in green and shows a list of 'Additional Resources' with one item, 'TFA Affiliate Referee Course Participant Manual', which has a dropdown menu set to '2'. A yellow arrow points from the first bullet point to the 'Payment' section, and green arrows point from the second and third bullet points to their respective sections.

FIGURE 12 - COURSE DELIVERY SETTINGS

# 6. PUBLISH AND MANAGE

- Once created, the course will appear on the **Course Management** page.
  - Select its **ID** to view or update course details and settings.
- To make the course visible in the **Course Finder**, update the **Status** dropdown to **Published**.
  - **Courses** will remain **hidden** until this is applied.



The screenshot shows the 'Course Management' page in the 'PLAY RUGBY LEAGUE LEARN' system. The page has a dark header with navigation links: Dashboard, Courses, My Accreditation, My Courses, and Course Finder. Below the header, there are tabs for 'Template' and 'Course'. The main content area is titled 'Course Management' and includes a search bar, filters for 'Touch Football', and buttons for 'Export' and 'Create Course'. A table lists courses with columns for Region, Course Type, Enrolment, Presenter, and Status. A yellow arrow points from the text 'Courses will remain hidden until this is applied' to the 'Status' dropdown menu of the first course, which is currently set to 'Draft'.

Region	Course Type	Enrolment	Presenter	Status
Central Sydney/Macarthur and Western Sydney	Face to Face	Face to Face: 0/10	Andrew Lei Anonymous Presenter	Draft
NSW Southern	Blended Learning	Face to Face: 0/10 Online: 0	Bailey IBBETT	Published

FIGURE 13 - COURSE STATUS